

Date

From: Commanding Officer, (Command Name)
To: Commander, Navy Personnel Command (PERS-833) (AC and FTS)
Via: First Flag in Chain of Command (AC and FTS)
To: Commander, Navy Reserve Forces Command (N1) (SELRES and VTU)
Via: Echelon IV Commander (SELRES and VTU)

Subj: REQUEST FOR OPERATIONAL WAIVER BEYOND 31 JANUARY 2014 ICO
(RATE/MEMBER'S NAME)

1. On (date), (RATE/member's name) was notified of non-continuation beyond 31 January 2014. Request he/she remain in an active status until (date not to exceed 30 April 2014) based on the following operational criteria: (state criteria that command cannot meet affecting its operational mission if member is not retained beyond 31 January 2014). Furthermore, both the command and member understand that if this waiver is approved, this period of extension shall not be served in a separation leave or permissive temporary duty (PTDY) status.

2. Point of contact regarding this matter is (name, e-mail, phone number).

CO'S SIGNATURE

Date

I acknowledge Commanding Officer, (command name) has requested that I remain in an active status beyond 31 January 2014 until (date) based on operational reasons and if approved by Commander, Navy Personnel Command, (AC and FTS)/Commander, Navy Reserve Forces Command (SELRES and VTU), I agree to remain in an active status until (date). I further understand that if this waiver is approved, separation leave or PTDY shall not be performed during this period of extension.

MEMBER'S SIGNATURE